



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board
Workforce Readiness and Employment & Placement Committee
August 7, 2008 10:00 a.m.
Anchorage Chamber of Commerce Board Room
1016 W. 6th Ave. Suite 304
Teleconference Number: 1-888-354-0094 Conference ID: 4461969
Agenda (DRAFT)**

Roll Call:

Board Members:

☒_X_Doug Ward, Chair; ☐_Sharlene Berg; ☒_X_Todd Bergman; ☒_X_John Cannon;
☐_Kathy Craft; ☒_X_Tony Delia; ☒_X_Betty Jo Dibble; ☐_Mayfield Evens; ☐_Jim Laiti;
☐_John MacKinnon; ☒_X_Dave Rees; ☒_X_Paulette Schuerch; ☒_X_Fred Villa; ☒_X_Jim
Lynch;

Guests:

Eldon Davidson, Executive Director, Southwest Alaska Vocational & Education Center
M. J. Longley, Co-chair, Youth Council
Carol Collins, Policy and Program Specialist, DOLWD

Approval of Agenda

Motion to approve agenda was made by Doug. Request to move action items 2 & 3 up to 1&2, move item 1 to 3. (No second, No vote) Motion was unopposed and considered passed.

Approval of Minutes

4/10/08 – Motion made by Doug. Comments on page 2, paragraph 2, ‘The first round of Workkeys....’ should be rewritten with more clarification. Vote tabled until minutes updated.

5/21/08 – Motion made by Doug to accept minutes. Comment was to move paragraph regarding One-Stops to next meeting agenda as questionnaire not devised yet. Doug motioned to pass minutes for 5/21/08. (No second) Vote taken, motion passed.

6/5/08 – Doug states he did not as of yet contact Mayfield. Waiting for Ex-Co decision regarding member attendance matters. Doug motioned to pass minutes (no second, no vote) but accepted as passed.



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Action Items

1. Industry Training Plan Implementer Template
2. Alaska's Future Workforce Strategic Policies and Investment Blueprint

Detailed discussion regarding the Blueprint adopted by the AWIB board as the new training plan template. Why is AGIA plan being introduced now? Dave spoke on confusion between all documents AGIA, Blueprint, Self Evaluation. AGIA is a Strategy Plan not a Training Process or Training Plan. He will devise a short synopsis on how all these documents relate and send it back to committee members. Committee agreed to send documents back to Adhoc next week for additional work.

3. Board Retreat Action Tracker (see committee assignments)
 - a. (Box 4) Committee agreed to set all future WREP meetings to 3:00 p.m.
 - b. (Box 10) Committee felt roles and responsibilities of members were adequately addressed in the 'Working Committees Strategic Plan'.
 - c. (Box 13) 'Identify High Demand Jobs'. Committee not sure what this entails. Believes for Industry Sector Plans. Will ask for guidance.
 - d. (Box 14) 'STEP - Set up review procedures. Again Committee not sure of their role in this decision as PP/AE does policy. Will ask for guidance.
 - e. (Box 21) Duplication to Box 4. Future meetings to be at 3:00 p.m.

4. Creation of ad-hoc Health Care Task Force (need volunteers)

2004 Healthcare Occupational Task Force Report now exists on the AWIB website. It lays out strategies for Healthcare. Work still needs to be done on it. Panel set up of volunteers Fred Villa, Jim Lynch, Paulette Schuerch, and John Cannon. Expansion of programs for Health is needed. Use blueprint as a guide.

Discussion Items

1. Resolution Process



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Barbara spoke on what the process is for AWIB after resolution is passed by the Board. A copy of the letter generated to the Governor/Commissioner and synopsis done by the Executive Director is attached. Committee wants to know what happens now. Where is the follow-up? Who is responsible for oversight? What role does AWIB have to get this information out to other agencies or interested parties after resolution is passed? Dave Rees agreed to create a draft of the newly proposed resolution process. Update Strategic Plan with note to addendum. New Resolution process will be its own page in the Strategic Plan. Create sample document for committee using the newly passed Employability Skills resolution as an example to show how the new process will work.

The committee did not have time to address the following items due to time constraints:

2. Priority Strategies – Assure alignment with Committee Mandates (Workforce Readiness & Employment and Placement) with priority strategies
3. Rights and responsibilities of ‘Guest’ Committee Members
4. Employability Skills & Standards
5. Review full Strategic Plan

Other Items

1. Adhoc for Training Plan Template set for August 14th at 3:00pm.

Adjournment - Next meeting date October 2nd at 3 p.m.

Action Tracker

ACTION TRACKER

WHO	WHAT	DUE BY	STATUS
Adhoc Committee	Training Plan Template – Set mtg for August 14, 2008 at 3:00pm.	September 8 th	done
Dave Rees Todd Bergman	Create Resolution Process check list document to follow resolution once passed by AWIB Board. Send to Committee for comments and apply against Employability Skills Resolution.	September 8 th	done
Barbara/Staff	Create Action Tracker for Agenda Items.	ASAP	done
Barbara	Send email to Health Care volunteers to check	ASAP	done



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	their schedule and set up an initial meeting.		
Barbara	Go over 4/20/08 meeting notes with Todd.	ASAP	done
Dave Rees	Create short synopsis of how AGIA, Blueprint, and Self Evaluation fit together	ASAP	done

Agenda Attachments:

New Resolution Process Letter
Copy of Resolution Letter to Governor
Industry Training Plan Template Implementer
Board Retreat Action Tracker
WREP Committee Minutes 4/10/08
WREP Committee Minutes 5/21/08
WREP Committee Minutes 6/5/08
AWIB Working Committee's Strategic Plan
Doug's WREP Committee Report w/links
Alaska's Future Workforce Strategic Policies and Investment Blueprint
Blueprint Tool, Self Evaluation